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SUBSTITUTE ORDINANCE
NO. 1309

AN ORDINANCE relating to the establishment and operation of a Merit Awards Suggestion Program.

BE IT ORDAINED BY THE KING COUNTY COUNCIL:

SECTION I. There is hereby established a Merit Awards Suggestion Program.

SECTION II. ELIGIBILITY. Participation shall be limited to those County employees who submit suggestions in accordance with the following regulations:

1. To be eligible for an award, a suggestion must make possible an extension of public service commensurate with the expense involved, reduce expenditures without substantially impairing service, or provide a desirable safety factor.
2. Employees shall not be eligible for an award for suggestions pertaining to subjects assigned to them for research or for suggestions which they would normally be expected to offer in the course of performing their assigned duties.
3. To be eligible, the suggestion must propose a change which was not under active consideration by the affected agency at the time the suggestion was received by the Merit Awards Board.
4. If duplicate suggestions are submitted, only the first received by the Awards Board shall be eligible for a cash award.

SECTION III. MERIT AWARDS BOARD. A Merit Awards Board is hereby established as follows:

1. Four members of the Board shall be selected by the County Executive. Each member shall be a full-time employee of King County and shall serve on the Board

for a term of one year, until employment with the County is terminated, or until replaced by the County Executive, whichever shall occur first.

2. A fifth member of the Merit Awards Board shall be appointed by the Chairman of the County Council and shall be an elected official or full-time employee of the Council.
3. The Board shall have final authority in resolving all questions relating to the eligibility of suggesters, the adoption or rejection of suggestions submitted, and the determination of the amount of cash awards to a maximum of \$500.00.
4. The Board shall meet in regular session at least once each month. Additional meetings may be called by the Manager of the Office of Personnel. A majority of the members of the Board shall constitute a quorum for the transacting of all business.
5. The Board or any member of the Board shall not reveal the identity of a suggester unless specifically authorized to do so by the suggester.

SECTION IV. AWARDS. The Board shall evaluate each suggestion, taking into consideration departmental recommendations and the objectives of the Merit Awards Suggestion Program. Insofar as may be equitable and practicable, cash awards shall be granted as a percentage of the computed cost savings during the first year after implementation less the cost of implementation. The affected agency or department shall submit to the Board an estimate of the cost savings which shall be audited and approved by the Manager of the Office of Budgets and Accounts before action is taken by the Board. Awards in excess of \$500.00 shall require the approval of the County Council. If the foregoing formula, in the judgment of the Board, does not suitably measure the merits of the suggestion, the Board shall determine the

1 amount it deems equitable. In cases where a cash award is not
2 merited, the Board may make appropriate commendation through
3 a letter of appreciation, certificate of merit, or other means.

4 SECTION V. SUGGESTION REVIEW. All suggestions shall be
5 reviewed by the Board one (1) year after initial action is
6 completed.

7 1. In the case of rejected suggestions, the Board
8 shall consider its current feasibility in light
9 of changing conditions.

10 2. In the case of adopted suggestions, the Board
11 shall review the actual benefits derived from the
12 suggestion. If experience indicates that the
13 benefits derived from the suggestion are sub-
14 stantially greater than originally estimated, the
15 suggester shall be eligible for an additional
16 award based upon the difference between the original
17 estimated value of the suggestion and the current
18 valuation of the suggestion.

19 SECTION VI. ANNUAL REPORT. The Board shall prepare and
20 submit each year an annual report to the County Executive
21 covering the preceding calendar year. This report shall include:
22 (1) number of suggestions approved for monetary and commendatory
23 awards, (2) total of all cash awards granted, (3) administrative
24 costs, (4) data indicating savings to the County derived from
25 the Program, and (5) any other information deemed pertinent.

26 SECTION VII. RULES AND PROCEDURES. The Merit Awards
27 Board, in consultation with the Manager of the Office of Personnel
28 shall have the authority to formulate rules and procedures con-
29 cerning the processing of suggestions, granting of awards and all
30 other matters pertaining to the implementation and operation of
31 the Merit Awards Suggestion Program not specifically prescribed
32 by this Ordinance, subject to the approval of the County Admini-
33 strative Officer.

SECTION VIII. ADMINISTRATION. Administrative functions shall be the responsibility of the Manager of the Office of Personnel.

1. The Office of Personnel shall receive, record, and acknowledge receipt of suggestions, shall advise the suggester of any undue delay in the consideration thereof, and shall notify the suggester of action taken as soon as final consideration has been made.
2. The Office of Personnel shall refer all suggestions to the affected department or office which shall, within 15 working days, report its findings and recommendations to the Board. The departmental report shall indicate whether or not the suggestion has been adopted and the reasons thereof. If adopted, the department shall indicate the actual or estimated cost savings.
3. The Manager of the Office of Personnel shall provide clerical and other assistance to the Merit Awards Board as required.

PASSED by the Council at a regular meeting thereof on the

17th day of July, 1972.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

ATTEST:

Mary J. Owen
Chairman

Lee Kraft
Administrator-Clerk of the Council

APPROVED this 21st day of July, 1972.

[Signature]
King County Executive